



**Grundy County**  
**1320 Union Street**  
**Morris, Illinois 60450**  
**815-941-3228**

**Application For**  
**Contractor License**

**DATE:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address :( No PO Box)** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Business Phone** \_\_\_\_\_ **Business Fax** \_\_\_\_\_

**Mailing Address:** (If different from above) \_\_\_\_\_

**Contact Information:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Type of work Company Performs:**

\_\_\_\_\_  
\_\_\_\_\_

**Note: Applications will not be process until receipt of the following:**

1. A certification of Insurance for the minimum coverage of \$500,000.00 Personal Property Damage and Bodily Injury Naming Grundy County as Holder. If Applicable, certificate must show adequate Workman's Compensation Coverage.
2. A Licensing and permit Bond (L&P Bond) in the amount of \$10,000.00 that cover all aspects of the work you do in the County.
3. Contractor and Sub-Contractors registration is \$100.00
4. Roofing, Fire Sprinkler, Lawn Irrigation and Private Alarm Contractors must submit their state of Illinois License/ Registration. Electrical Contractors must submit their Electrical License issued by the Licensing Authority.

**I/ We are familiar with The Grundy County Building Regulations and requirements and agree to comply with their requirements.**

**Owner/ President/ Partner Signature:** \_\_\_\_\_

**For office use only:**

**Fee:** \_\_\_\_\_

**License #:** \_\_\_\_\_

**Cash:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Check #:** \_\_\_\_\_

## **O. CONTRACTOR LICENSE REQUIREMENTS:**

### **1. Definitions:**

**Contractor:** means any individual, doing work on a residence or commercial/industrial structure, and any company or corporation engaged in the business of building, constructing, altering, rehabilitating, repairing, moving or demolishing any building, structure, sidewalk, street, fence, swimming pool, driveway, HVAC equipment or landscaping, or any other related construction activity, including plumbing and electrical work, whether as a general contractor or subcontractor.

**Exception:** a property owner doing work on his or her own residence (residing in)

**General Contractor:** Any contractor who subcontracts all or any portion of a building contract to one or more building contractors or who shall himself perform more than one trade during the course of any construction, and subcontract any other trade during the course of any construction.

### **2. LICENSES.**

(a.) Required. No person shall engage in the business of a contractor without first obtaining a license from the Building Officer or another person authorized by the County Chairman to enforce this chapter. Subcontractors who are doing work for a licensed general contractor shall be required to be licensed in the County. A resident homeowner or property owner who is acting as a general contractor for work being performed on their own residence or property on which he/ she resides need not obtain a contractor's license. However, any subcontractor hired by a resident acting as a general contractor must comply fully with the requirements of this chapter.

(b.) Applications; Expiration. An application for a contractor's license shall include the name and street address, (post office box numbers shall not be accepted as a business address) of the applicant's firm as well as the business telephone number thereof. The application shall also set forth the number of individual employees of the applicant who may be operating under such license and the type of contracting activity for which a license is requested. Licenses are issued annually and expire on the last day of the twelfth month from the month in which they were issued.

(c.) Certificate of Insurance and Licensing and Permit Bond Required. All applications for a contractor's license by a contractor, general contractor or subcontractor shall be accompanied by:

- (1.) A certificate of insurance showing that the applicant has a minimum coverage of five hundred thousand dollars (\$500,000) personal property damage and five hundred thousand dollars (\$500,000) bodily injury and, if the applicant has more than one employee, workers' compensation coverage. The certificate of insurance must name the Grundy County as the certificate holder.
- (2.) A licensing and permit bond (L. & P. bond) in the amount of ten thousand dollars (\$10,000) executed by a surety company authorized to transact business in the State as surety on the bond, and with the Grundy County as obligee, for its benefit and that of the consumers dealing with the applicant, the condition of which shall be that the applicant shall faithfully perform the duties and in all things comply with the presently adopted building codes and all other ordinances pertaining to the license or permit applied for. The aggregate liability of the surety, regardless of the number of claims made against the bond or the number of years of the bond remains in force, shall in no event exceed the amount of the bond. The bond may be terminated at any time by the surety upon sending thirty day's notice in writing to the Building Officer with which this bond is filed and to the principal.

(d.) Fee. The annual processing fee for a General contractor's license shall be one hundred dollars (\$100.00); Subcontractor shall be one hundred dollars (\$100.00).

(e) Revocation. A contractor's license may be revoked for any work not performed according any applicable ordinance of the Grundy County. In the event the Building Officer determines that any work performed is not in accordance with any applicable ordinance, the County shall mail to the contractor at the address listed on his or her application for a contractor's license a notice informing the contractor of the revocation of his or her license and/or of the action of the County making a claim on the contractor's bond. The contractor may then appeal this decision pursuant to this ordinance.

### **3. DUTIES OF LICENSEE; REMOVAL OF REFUSE; OBSTRUCTION OF TRAFFIC.**

(a.) A contractor who is licensed under this chapter shall secure the appropriate and necessary building permits required by the building codes of the Grundy County, IL before undertaking the building, constructing, altering, rehabilitating, repairing, altering, moving or demolishing of any building, structure, sidewalk, street, fence, swimming pool, driveway, HVAC equipment or landscaping, or any other related construction activity, including plumbing and electrical work.

(b.) Such contractor shall comply with all the provisions of this Building and Housing Code and all other County codes and ordinances relating to or regulating the activities of contractors.

(c.) All Contractors shall provide a dumpster/refuse container at each construction site.

(d.) All contractors shall remove or cause to be removed, at least once a week or, at the direction of the Building Official or designee, all trash, refuse and other waste materials accumulated as a result of the construction activity at the site of construction.

(e.) No contractor shall obstruct traffic, County streets or sidewalks without first receiving permission from the appropriate County department to do so. The contractor shall restrict the movement of construction vehicles exceeding the local weight limitation to those local streets approved by the Grundy County Township Highway Commissioners' and the County Highway Engineer.

(f.) No contractor shall permit the accumulation of dirt, mud or waste materials on the public's streets or walkways to a degree which makes driving hazardous or otherwise endangers the health, safety and welfare of County residents. Any accumulation of dirt, mud or debris shall be removed from the public right of way on a daily basis by the contractor. In newly established residential and commercial/industrial subdivisions in which more than one contractor may be building, the developer shall be held ultimately responsible for compliance with this section. The contractor shall at all times keep the site of activities in an orderly condition.

### **4. INSPECTIONS.**

The provisions of this chapter are declared to be of a regulatory nature, and it shall be the responsibility of the Building Official or his or her designee to regularly inspect the site of a contractor's activity to assure that all of the provisions of this chapter are complied with.

### **5. PENALTY.**

The penalty for violation shall be in accordance with Section 6-2-10 of the Grundy County UDO.